



COMMERCIAL & MULTI-FAMILY MECHANICAL PERMIT APPLICATION CHECKLIST

This handout describes the information that must be submitted when applying for a permit to add or alter any HVAC equipment in an existing building.

- If your equipment is installed in **Old Town Auburn or Downtown Auburn**, please contact Planning Department staff (Reg Murray, ext. 140 or Steve Geiger, ext. 103) to determine if your job requires **Historic Design Review**.

REQUIRED INFORMATION:

- ✓ Location of proposed work: building owner, full address, including the floor number, the suite number, and the name of the tenant
- ✓ Location of new AND existing units, unit heaters, equipment, etc.
- ✓ Location of any ventilation and combustion air openings and ducts in relation to the property lines and in relation to any other roof openings within 10 feet.
- ✓ Size of air handling units (CFMs, dimensions and weight).
- ✓ For roof-mounted equipment, we will need a roof plan locating the unit(s).
- ✓ For ground-mounted equipment, we will need a site plan locating the unit(s). Multi-family zoned properties must comply with 5 foot side yard and 3 foot rear yard setbacks.
- ✓ Please provide plans indicating adequate information for required screening of equipment. The intent is to have new mechanical equipment screened from public view.

If you have questions about the required information, please call Counter Services at (530)823-4211, and when the recording starts, press 0.



CITY OF AUBURN
COMMUNITY DEVELOPMENT DEPARTMENT
AUBURN, CALIFORNIA
(530)823-4211

STANDARD:

MECHANICAL CODE-2001 CMC
AUBURN MUNICIPAL CODE
DATE: October 3, 2006